



Disaster Recovery Plan

Policy Effective Date – July 1, 2017

I. PURPOSE:

To provide Disaster Recovery Plan as required by the Workforce Innovation and Opportunity Act (WIOA) to ensure protection of all WIOA and other electronic information.

II. BACKGROUND:

All Workforce Solutions data resides on servers or storage devices located at the main site in Ridgway PA. These devices are located in a secure area accessed by passcode only. All major systems use third party software purchased through industry recognized vendors. In the event of a catastrophic event these vendors will provide the software for Workforce Solutions to reload all files necessary to continue operation. Below are the processes that are used by Workforce Solutions to conduct business for all their entities and the backup strategy.

III. PLAN:

- Payroll / Human Resources – Vendor – AccuFund, Inc.: All files are backed up daily to a local storage device. A weekly backup is stored off-site.
- Accounting - Vendor – AccuFund, Inc.: All files are backed up daily to a local storage device. A weekly backup is stored off-site.
- All Workforce Solutions staff and department files exist on a file server in the secured area. These files are backed up locally Monday through Friday. A 4 week rolling backup is off-site.
- Workforce Solutions website and database information is also backed up daily Monday through Friday of each week.
- It is the expectation of Workforce Solutions that all subcontractors will have a disaster recovery plan that is approved by the board.

IV. EXPIRATION:

Ongoing

V. INQUIRIES:

Questions shall be directed to:

Pamela Streich, Executive Director at pstreich@ncwdb.org; or

Donna Hottel, Strategic Planning and Project Manager at dhottel@ncwdb.org

Workforce Solutions for North Central PA

425 Old Kersey Road

Kersey, PA 15846

(814) 245-1835

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program